

From: [Shyu, Maggy](#)
To: [Ragon, Derek](#)
Cc: [Nelson, Thomas](#)
Subject: RE: Incident mailboxes
Date: Friday, August 25, 2017 4:31:51 PM
Attachments: [image002.gif](#)

Derek:

Look great.

I will remove the spaces in the email address. For ex. **R6 Harvey IC@epa.gov** will become

R6HarveyIC@epa.gov

I will create the external ones first as you indicated, and wait for your decision for the rest of them.

Thank you.

Maggy

From: Ragon, Derek
Sent: Friday, August 25, 2017 1:10 PM
To: Shyu, Maggy
Cc: Nelson, Thomas
Subject: RE: Incident mailboxes

Maggy,

Below is my list (in red) As indicated, this is preliminary and will undoubtedly change. I will coordinate any changes we require including (hopefully!!!!) designating who I am authorizing to respond to you on this topic as the incident unfolds.

Again, please call if you need any clarification.

Thanks!

Derek

P. Derek Ragon

SF Information/Logistics Manager

USEPA R6 Dallas, TX 75202

ofc: (214) 665-7362

mob: (214) 463-9041

From: Shyu, Maggy
Sent: Friday, August 25, 2017 9:40 AM
To: Ragon, Derek <Ragon.Derek@epa.gov>
Cc: Nelson, Thomas <Nelson.Thomas@epa.gov>
Subject: RE: Incident mailboxes

Derek:

It is me, I am the regional POC for Outlook.

I think you want to create a "shared mailbox", right? If you submit the following information, I will coordinate to create a shared mailbox for you.

=====

1. **Full name of the shared mailbox** (how it appears in the address list) Email Address will be:

(ex. [R6_name@epa.gov](#)):

[R6 Harvey IC@epa.gov](#)

[R6 Harvey OPS@epa.gov](#)

[R6 Harvey PSC@epa.gov](#)

R6 Harvey LSC@epa.gov
R6 Harvey FSC@epa.gov
R6 Harvey CIC@epa.gov
R6 Harvey SITL@epa.gov
R6 Harvey PIO@epa.gov
R6 Harvey RESL@epa.gov
R6 Harvey LO@epa.gov
R6 Harvey SO@epa.gov
R6 Harvey DOCL@epa.gov
R6 Harvey ENVL@epa.gov
R6 Harvey REOC@epa.gov
R6 Harvey RICT@epa.gov

If spaces need to be removed from the above names, that's OK, please just let me know so that we use proper syntax.

2. **Owner of the shared mailbox** (go to person for help on mailbox and grants access to others):

For now, me for all of them. This will be updated as soon as I can identify who will be assisting me.

3. **Division/Program Office the shared mailbox owner works for:**

(ex. Superfund)

All will be Superfund Division

4. **Alternate Owner** (same as above):

TBD

5. **Members** (allowed access to the shared mailbox):

Will provide a better list as soon as possible. The following are known now: OPS – Nick Brescia; IC – John Martin, Gary Moore; LSC – Lisa Bokun, Adam Weece, Eric Paisley, Derek Ragon, WilliamG2 Johnson; FSC – John Spelman , Heather Chandler; SO – George Brosowski; ENVL – Jon Rauscher;

6. **Reason for shared mailbox:**

Standing up Incident Management Team (IMT) for Hurricane Harvey response

7. **Internal or External Routing** (EPA mail only or external mail routing too):

For now internal. Some boxes will definitely need external, but I need to confirm which ones. For now, RICT, IC, REOC, LO and LSC and DOCL should have external. I will update this as I can.

8. **Name of your Division:**

Superfund

Thank you.

Maggy

From: Ragon, Derek

Sent: Friday, August 25, 2017 8:42 AM

To: Nelson, Thomas <Nelson.Thomas@epa.gov>; Shyu, Maggy <Shyu.Maggy@epa.gov>

Subject: Incident mailboxes

Tom/Maggy,

Not sure who is over Outlook these days. My question is what level of capability do we have, in Outlook, to create Incident Mailboxes the way we did in years past using Notes. I've gotten conflicting information in the past, so I thought it best to ask you.

Appreciate your pointing me in the right direction.

Thanks,

Derek

P. Derek Ragon

SF Information/Logistics Manager

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